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INTELLIGENCE INFORMATION HANDLING COMMITTEE
of the
UNITED STATES INTELLIGENCE BOARD

Office of the Chairman

IHC-MM-401
27 March 1973

MEMORANDUM FOR: General Daniel O. Graham

SUBJECT : DCI Survey of USIB Committee Structure

REFERENCE : General Graham Memo to USIB Committee
Chairmen; Same Subject; Dtd 23 March 1973;
Confidential

1. In response to the Reference attached is information on the structure and activities of the Intelligence Information Handling Committee (IHC) of USIB.

2. Attachment A is the statistical data requested in Reference Paragraph 3.

3. Attachment B is a description of the substantive work performed by the IHC and/or subcommittees/working groups.

4. Attachment C is a copy of the organizational plan proposed for new IHC subcommittees which would replace the existing subcommittees.

5. Attachment D is a copy of a plan to handle Data Element and Code Standardization for the Intelligence Community.

6. If you have any questions regarding the attachments, please contact [redacted] Executive Secretary, IHC, on Extension [redacted]

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[redacted]
Chairman

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Attachments: 4

Attachment A

Response to Paragraph 3 of General Graham Memo to
Chairmen of USIB Committees:

a. Name and organizational title of current members:

Intelligence Information Handling Committee, USIB

Robert Taylor, III, Maj. Gen.	USAF (Ret).	Chairman
Mr. Charles A. Briggs	CIA	Member
Mr. William P. Deary	State	Member
[REDACTED]	DIA	Member
	NSA	Member
Mr. Allan Sturges	Treasury	Member
	(Secret Service)	
Mr. Kirby A. Gean	AEC	Member
Mr. Earl W. McCoy	FBI	Member
Col. Patrick A. Ulmen	Army	Member
Capt. Leonard E. Tillerson	Navy	Member
Col. William P. Olsen	Air Force	Member
Mr. Donald A. Jackson	IHC Support	Executive
	Staff	Secretary

Education and Training Subcommittee (E&TS, IHC)
(Adjourned sine die on 27 June 1972)

[REDACTED]	NSA	Chairman,
		Pro Tempore
Mr. William P. Deary	CIA	Member
[REDACTED]	State	Member
	DIA	Member
Mr. Donald A. Lakatos	Army	Member
Mr. Edward L. Barker	Navy	Member
Capt. John P. Casciano	Air Force	Member
Mr. James O. Emerson	IHC Support	Executive
	Staff	Secretary

Research and Development Subcommittee (R&DS, IHC)

[REDACTED]	NSA	Chairman
	NSA	Member
	CIA	Vice-Chairman
	DIA	Member
Maj. John R. Sherburne	Army	Member
Mr. Edward L. Barker	Navy	Member
Mr. William B. Moore	Air Force	Member
Dr. Lawrence G. Roberts	ARPA	Member
Mr. Howard M. Widemann	State	Member
Mr. John O. Stout	IHC Support	Executive
	Staff	Secretary

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12 March 1973

ORGANIZATION OF IHC SUBCOMMITTEES

1. The general mission of the IHC as delineated in DCID 1/4 (new) is as follows:

"The mission of the committee, under the general guidance of the Director of Central Intelligence, is to advise and assist the DCI in the discharge of his duties and responsibilities set forth in the NSCIDs with respect to intelligence information handling 1/ matters; to facilitate the timely and coordinated handling and exploitation of intelligence and intelligence information within the intelligence community; and to promote the continuing improvement, integration and effective use of community information handling resources."

To carry out this mission, it is proposed that the IHC establish the following subcommittees:

- 1/ Information handling includes the formulation of requirements for information exchange, the teleprocessing and receipt of information from collection sources, dissemination, transformation, indexing or categorization, storage, retrieval and presentation.

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Approved For Release 2005/04/18 : CIA-RDP82M00531R000400210013-8

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Approved For Release 2005/04/18 : CIA-RDP82M00531R000400210013-8

5. Systems Subcommittee

a. Objective

(1) The Systems Subcommittee will conduct technical and operational systems analysis to insure that intelligence information exchange systems, processing centers, collection systems and current intelligence systems are processing and disseminating the intelligence information in an adequate, efficient, timely and economical manner. Analyses and evaluation will include system status or improvements based on:

(a) Validated requirements.

(b) Deficiencies identified through analysis of an operating or funded system under development.

(c) Technological advances.

(d) Centralization of data bases.

(2) Validate requirements for the introduction in the intelligence community of improved methods, techniques and facilities for processing multi-source information for improving intelligence reports.

b. Tasks

(1) The following are general tasks that should be addressed by the SS:

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6. Telecommunications & Teleprocessing Subcommittee

a. Objective

(1) The Telecommunication and Teleprocessing Subcommittee will conduct technical and operational systems analysis of telecommunications and teleprocessing systems to insure efficient, timely and economical information flow. Analyses and evaluation will include system-status or improvements based on:

(a) Validated requirements.

(b) Deficiencies identified through analysis of the existing system(s), and

(c) Opportunities resulting from technological advances.

(2) Present and alternative telecommunication/teleprocessing techniques will be subjects for cost/benefit trade-offs.

b. Tasks

(1) The following are general tasks that should be addressed by the T&TS:

(a) The Subcommittee will review and recommend systems and equipment used to transfer information to, from and between elements of the collection systems, current intelligence systems, intelligence

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MEMORANDUM FOR: Distribution

SUBJECT : Data Element and Code Standardization
for Intelligence Information

Under the authority of DCID 1/15, the IHC is responsible for developing standards for Data Elements and Data Codes as Program Standards for the Intelligence Community.

1. The definitions of data elements, data code, general and program standards are defined in Bureau of the Budget Circular A-86, 30 September 1967, Subject: "Standardization of Data Elements and Codes in Data Systems."

2. To best utilize the time of the IHC Support Staff (IHC/SS), IHC Subcommittees and Working Groups, the IHC will undertake the development of standards by utilizing the Assigned Responsible Agency (ARA) concept.

3. The following establishes the procedure for developing USIB standards using the ARA concept:

a. After the Guidance and Evaluation Subcommittee, or another authorized source, identifies a need for a standard, the IHC/SS will, after coordination with the community:

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Approved For Release 2005/04/18 : CIA-RDP82M00531R000400210013-8

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Attachment E to
DCI/IC 73-8788

23 July 1973

Staff Responsibilities

Intelligence Information Handling

1. To facilitate smooth staff organization and functioning, to permit members of the staff to concentrate their research and apply their expertise in assigned areas, and to provide for staff coverage of all areas of IHC responsibilities the following general task areas are assigned to members of the staff as their primary areas of responsibility. These areas are defined below:

a. Chairman of a subcommittee or panel--Performs the duties normal to a chairman working under the consensus rule.

b. Executive Secretary--Provides committee or subcommittee staff support which involves research, development, drafting, coordination, and recommending course of action. Takes necessary actions to insure that meetings can be conducted in an orderly and efficient manner. Supervises the preparation of agenda and minutes of meetings.

c. Chief Support Staff--Supervisor of members of the Support Staff; keeps members informed on actions of other USIB Committees that have a bearing on IHC responsibilities, coordinates activities of staff members, and establishes work priorities and relays the desires of the Chairman of the IHC to the members of the staff.

d. Staff Assistant

(1) Provides support, as required, to the Chief, of the Support Staff.

(2) Staff action officer--Responsible for keeping himself qualified and aware of actions in the areas assigned. He is responsible for performing necessary research on actions assigned, developing, drafting, coordination, and preparing the final action on assigned projects.

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Attachment H to
Approved For Release 2005/04/18 : CIA-RDP82M00531R000400010013-8

DUTIES AND RESPONSIBILITIES

POSITION - DIA Member IHC/SS

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Secretary-Stenographer (GS-07)

As senior secretary, supervises the duties of two clericals, insuring that work flows in an orderly manner and is equally distributed among clericals. Maintains log of daily/weekly incoming and outgoing correspondence. Maintains office files, insuring that files are current and old records, as appropriate, either retired or destroyed.

Arranges for meeting places for Committee, Subcommittee, working groups of the IHC and the IHC/SS. Checks clearances of attendees to meetings, sets up conference room. Makes sure that members and other appropriate personnel are provided agenda, minutes, memoranda and reports of IHC.

Acts as secretary to the Chief, IHC Support Staff. In this capacity, incumbent prepares correspondence, takes dictation, types, mails correspondence, places telephone calls to individuals, etc.

Performs other duties as assigned.

Secretary-Stenographer (GS-06)

Incumbent acts as backup to the head secretary.

Acts as secretary to two other staff assistants to the Chief, IHC Support Staff. In this capacity incumbent prepares correspondence, takes dictation, types, mails coorespondence, maintains logs, etc.

Arranges for meeting places for subcommittees, panels, working groups of IHC and IHC Support Staff. Checks clearances of attendees to meetings, sets up conference room. Provides agenda, minutes, memos and reports of IHC to appropriate individuals.

Performs other duties as assigned.